



## CITY OF ATLANTA

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
55 TRINITY AVENUE, S.W. SUITE 3350 – ATLANTA, GEORGIA 30303-0308  
404-330-6145 – FAX: 404-658-7491  
[www.atlantaga.gov](http://www.atlantaga.gov)

### ARCHIVES RECORD REQUEST FORM

The City of Atlanta, Bureau of Planning archival database consists of dockets that were accepted between 1953 and 2005 for the following types of cases: Rezoning, Special Use Permits, Variances, Special Exceptions and Appeals. Files are maintained offsite therefore, requests are processed in the order received and may take up to 3 weeks before files can be retrieved. Requestors must provide the relevant case number (i.e. Z, U, V) in order for the Archives Division to retrieve the files.

Please request the following file(s) from the Records Management Department at City Hall East:

Rezoning Case Number	Special Use Permit Case Number	Variance/Special Exceptions/Appeal Case Number
Z -	U-	V-
Z-	U-	V-
Z-	U-	V-
Z-	U-	V-

**By submitting this request you understand the above statement. You will be notified by staff once the files are available.**

Requestor's Name

Phone Number

Email

Please mail, email, or fax the completed form to:

**Racquel Jackson, Planning Resources Coordinator**  
**City of Atlanta-Bureau of Planning**  
**55 Trinity Avenue, S.W., Suite 3350**  
**Atlanta, GA 30303-0310**  
[rtjackson@atlantaga.gov](mailto:rtjackson@atlantaga.gov)  
**(404) 546-8230 (fax)**